

When fee collection occurs in a remote location, field offices should also consider:

- (1) Providing robbery alarm buttons, foot rails at the cashier position, and cash register money clip alarm-activating devices.
- (2) Placing the cash register so that the money drawer is not visible to visitors.
- (3) Installing an under-the-counter drop safe to hold excess monies when frequent pickups are not possible, to minimize the amount of money that can be taken at any one time.

D. Collection Activities

It is critical to follow internal controls when collecting, reconciling, transporting, and depositing fees. As described further below, controls may include such measures as the use of an iron ranger with double fee boxes and two individuals to collect fees, or bonded individuals to handle fees. Staff should comply with all procedures in the most up-to-date version of the BLM Collections Reference Guide, as well as instruction memorandums regarding collections.

The BLM should post signs instructing customers to make checks payable in U.S. funds and payable to BLM, or the Bureau of Land Management.

1. Fee Reconciliation.

BLM funds should be kept separate from all personal or nonfederal funds. Staff should never mix personal and government funds, make change out of fee envelopes, or mix association funds with BLM funds.

At staffed sites, reconciliation must be performed on a daily basis, balancing collections to receipts. Reconciling collections daily helps prevent staff from forgetting, misplacing, or losing the funds and ensures collections are available for deposit when they reach \$5,000. At unstaffed sites, campground envelopes (the nationally approved campground fee envelopes) must be used. Two people must open envelopes, count remittances, and document collections on the Recreation Fee Collection Affidavit (Appendix C2). The affidavit information must be entered into the BLM Collections and Billings System. A copy of the affidavit and the envelopes are returned to the recreation specialist. Fee collection envelopes are retained until the end of the fiscal year, by which time the visitor use information should have been entered into RMIS.

2. Transport and Delivery of Funds.

Employees who transport funds—either from a collection point to an accumulation point or from a collection point to a bank (or post office if the site converts cash to a postal money order)—risk robbery or assault. The risk rises in proportion to the amount of money transported, the distance traveled, and the remoteness of the collection point. Note that the greatest risk occurs when